



REQUEST FOR QUOTATION

DATE: Oct. 18, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2022-10-162

CANVASS NO. 156

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	240	serving	<p>December 20-22, 2022 Breakfast/AM Snacks/Lunch/PM Snacks/Dinner (Full Board) 3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water</p> <p><i>Provider must be located in Quezon City</i></p> <p><i>*Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s.</i></p>		

PURPOSE:
 To be served during the Synergy Enhancement Activity: Towards Increased Employee Engagement and Improved Productivity on December 20-22, 2022 at RDEC ATI Bldg, Diliman, Quezon City.

Pls. submit the following eligibility documents:
 Mayor's/Business Permit
 Income Tax Return
 Notarized Omnibus Sworn Statement
 PhilGEPS Registration Number/Red Membership
 Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____
 DELIVERY PERIOD: _____
 WARRANTY PERIOD: _____
 PRICE VALIDITY: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASSED BY: _____
 DATE: _____